

**DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION**

**6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV**

NEW COMMERCIAL BUILDING CHECKLIST

***We require 3 sets of plans/surveys Packaged and stapled together and 2 copies of applications and all other forms being submitted for this permit**

Required

- ☐ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)
- ☐ Proof of ownership (deed or current tax bill)
- ☐ **Zoning** 3 sealed surveys (original) no older than 2 years
 Plot plan (showing all intended setbacks from property lines and other existing structures
 Surveys must show all easements and encumbrances.
- ☐ **Landscape** plan (can be incorporated on the plot plan)
- ☐ **Structural** (Truss plans\Shop Drawings (3 Complete sets, signed and sealed by eng ., reviewed and signed
 by arch\Eng. of record)
 (Product Approvals 3 complete sets reviewed and signed by Arch\eng of record.)
 (Complete HVHZ Roofing application with notarized signature of contractor.)
 (Letters of retention from insp. Firm that will be inspecting Eng. Unit Masonry and providing
 supervision of truss placement.) (Soil Compaction Letter) Including bearing capacity
 (3 complete sets, sealed by architect/ engineer)
 Product approval/truss/shop drawings/roofing applications maybe submitted at a later date,
 however this will result in an additional fee
- ☐ **Electrical** (3 complete sets of plans)
- ☐ **Plumbing** (3 complete sets of plans)
- ☐ **Mechanical** (3 complete sets of plans) 2 complete sets of energy calculations sign by owner, project architect, or other
 officially designated agent.
 3 Energy Performance Level (EPL) display cards signed by the building qualifier
- ☐ Fire Sprinkler and Shop Drawings must be submitted prior to the permit issuance
- ☐ Drainage district: (Stamped on Surveys or plans)
 - * CENTRAL BROWARD WATER CONTROL DISTRICT
 - * SOUTH BROWARD DRAINAGE DISTRICT APPROVAL (If structure is in easement)
 - * TINDALL HAMMOCK APPROVAL
- ☐ Broward county dept. of planning & environmental protection approval
(Stamped on each set of plans *bring in all forms they return)
- ☐ Broward County Elevator Division.
- ☐ Broward county health department approval - If sewage and water usage is with
Septic Tanks or Wells (Stamped on each set of plans * bring in all forms they return)
- ☐ Road paving fee or contribution agreement (Town of Davie Engineering Dept.)
- ☐ Utility service agreement (Town of Davie Utilities if in Town of Davie Service Area)
- ☐ Completed building permit application - Please note Plbg, Elect, Mech, Swim Pool are separate applications.
- ☐ Contractors - A copy of all applicable licenses (Competency & Occupational) and copies
of insurance certificates for Workman's Comp and General Liability
- ☐ Broward county impact fee statement or letter from county stating that fees were paid or waived
- ☐ Plan check fee in the amount of \$200.00 (up the 2500 square feet \$100.00 for each additional 1000 square feet) due at time of
submitting applications.
- ☐ _____Contractors Signature
- ☐ _____Owner signature required if applying for an owner builder permit